RULES AND ORDERS FOR THE GOVERNMENT OF THE ROYAL HOSPITALS OF BRIDEWELL AND BETHLEM

1802

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STANDING

RULES AND ORDERS

FOR THE

GOVERNMENT

OF THE

ROYAL HOSPITALS

OF

BRIDEWELL AND BETHLEM,

WITH

THE DUTY OF THE GOVERNORS,

AND OF THE SEVERAL

OFFICERS AND SERVANTS;

AS FINALLY ARRANGED AND CONFIRMED AT A GENERAL COURT, HELD APRIL 1st, 1802.

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THE

CHARGE TO EVERY GOVERNOR,

ON HIS ADMISSION,

To be given by the Chaplain, in the Presence of the President, or Treasurer, and other Governors, assembled in Court.

" SIR,

" YOU have been elected, and are come to be admitted a Governor of the Royal Hospitals of Bridewell and Bethlem; a station of great honour and trust, which will afford you many opportunities of promoting the glory of GOD and the welfare of your fellow creatures: For in these Hospitals a provision is made for employing and correcting idle, vagrant and disorderly persons, and educating poor children in honest trades; and also for maintaining and curing needy and deplorable lunatics.

The distribution of the revenues designed by royal bounty, and many charitable persons, for those truly noble and excellent purposes, is now about to be committed to your care: and you are hereby solemnly required and earnestly re-

quested to discharge your duty in this behalf with such conscientious regard, that you may appear with joy at the judgment seat of CHRIST; when a particular account will be taken of all the Offices of Charity in which we have abounded towards our poor brethren; and a peculiar reward conferred on those who have with fidelity and zeal performed them.

In confidence that you will diligently attend this good work, you are now admitted a GOVERNOR of the HOSPITALS of BRIDEWELL and BETHLEM.

STANDING

RULES AND ORDERS

FOR THE

GOVERNMENT OF THE ROYAL HOSPITALS

OF

BRIDEWELL AND BETHLEM.

GENERAL COURTS.

FOUR General Courts are to be held every year, viz. one in January, one in April, one in July, and one in November; and others as often as the President may think proper, or may be required by a resolution of the Committee. All summonses are to be issued at least one week before every Court-day, and notices of any special business are to be inserted in them.

No Court is to be held on the Feast-day in July.

The Chair is always to be taken at twelve o'clock, and no business is to be proceeded upon till there be thirteen Governors present.

At the April Court, the state of the accounts and the affairs of the Hospitals, made up to the Christmas preceding, is to be reported by the Committee and first considered: and the elec-

tion of such Governors as may be necessary to fill up vacancies in the Committee, and of all Officers, is to be made at the same Court.

The President or Chairman, is not to suffer any motion to be made for rescinding or altering any of the Standing Rules and Orders of these Hospitals, or for making any new Rule or Order, inconsistent therewith, unless notice thereof shall have been given at a former Court; and no Standing Rule or Order is to be rescinded or altered, or any new Rule or Order to be made until the motion shall have been carried at two successive General Courts. The President or Chairman is to have a double or casting vote in case of equality.

The minutes of the proceedings of each Committee are to be read at every Court.

No repairs or expences, beyond 200l. are to be incurred, unless directed by a General Court.

A Copy of the Standing Rules and Orders, with the Duties of the Officers and Servants, is to be given to each Governor after his election, and his Charge is to be read to him on his admission, with due solemnity, by the Chaplain, in open Court.

Every Officer and Servant, when elected, is to have his duty read, and a copy thereof delivered to him in open Court.

Upon the vacancy of a Treasurer, Chaplain, Physician, Surgeon, Apothecary, Surveyor,

Clerk, Steward, or Matron, the Committee is to be immediately summoned, in order to deliberate upon and prepare a Report as to the future necessity of any such Office (the Treasurer's excepted); and what have been, or ought to be its duties, and salary; and a General Court is to be convened within fourteen days from such vacancy, for the purpose of declaring the same, and taking the Report of the Committee into Consideration: and if the office be found necessary, the duties and salary thereof, are to be communicated forthwith to such persons as may become candidates for the same; and no election is to take place until the ensuing Court, prior to which, summonses are to be issued at least fourteen days; and no election is then, or at any other time, to be proceeded on, until all the other business of that Court be finished.

COMMITTEE.

THERE is to be one responsible and effective Committee, consisting of the President, Treasurer, and 42 Governors, to conduct the affairs of these Hospitals, who are to divide and arrange themselves for the general management, purposes, and concerns thereof.

The Committee is to be first formed by ballot, each Governor putting into the ballotting glass a list of 42 names: such as may have the greatest number of ballots are to form the Committee, of which, at the end of the first three years, and yearly afterwards, six Members are to go off at the end of each year, and their places are to be supplied by ballot at the General Court in the month of April.

The Committee, before the month of February, after the first three years, is to class itself in such order, that six of its Members may go off every year, and no Member after that period is to continue more than seven years upon the Committee.

In case of vacancy by death or resignation, the Court is to elect a Governor, in April, to fill up such vacancy, for the same number of years as the person who occasioned the vacancy had to serve, independent of the annual election of the six, who are to go off by rotation.

The said Committee is to subdivide and class itself in such manner that seven of its Members be summoned to attend every Saturday at Bethlem Hospital, to admit and discharge patients, to inspect those in the House, to examine provisions, audit weekly bills, and dispatch ordinary and casual business; and such Sub-Committee is to be open to all Governors.

The Committee is annually to appoint a Sub-Committee of five Members, to audit, examine, and sign all accounts of these Hospitals every three months, and to lay the same before the Committee at its next meeting; and in March, in every year, to prepare a statement of the accounts up to the preceding Christmas, and submit the same to the next Committee, for its inspection and approbation, previous to their being submitted to the General Court in April.

The Committee is annually to appoint, within one month after the General Court in April, a Sub-Committee, consisting of seven of its Members, to visit and inspect the prisons weekly, who are to report their proceedings to the Committee within fourteen days afterwards.

All Houses and Estates belonging to these Hospitals, are to be let to the highest responsible bidder, after several advertisements in the public papers, except there should appear to the Committee, any particular hardship in the

operation of this Rule; in which case they are to report the special circumstances to the Court, and take its directions thereon: And no Leases are to be granted above one year in reversion on any consideration whatsoever.

The Houses and Buildings of these Hospitals, as the same are let, are to be insured at a Public Office, by, and in the name of the Hospitals; and the money paid for such insurance is to be received of the Tenant with the rent; the sum proper to be insured, being first ascertained by the Clerk and Surveyor; and there is to be a covenant in the Lease, that the Tenant rebuild in case of accident by fire, to the amount insured and recovered.

The Cash Books of the Treasurer, of the Receiver, and of the Stewards of both Hospitals; the Books of Legacies and Benefactions; and the List of Candidates for Apprentices, are to be laid on the table at every Committee.

The Committee is to be summoned to meet at the Hospital of Bridewell, the first Wednesday in every month, (the months of January, August, and September excepted) and at such other times as the President or Treasurer may think fit, at ten o'clock, to proceed to business at eleven precisely, or at such other hour as the Committee may hereafter think more convenient. But if the stated day of meeting should happen

to fall within Passion Week, the weeks of Easter or Whitsuntide, or on any Public Fast or Thanksgiving day; then on such other day, within the same month, as the preceding Committee shall adjourn to.

GENERAL RULES.

NO Officer or Servant, of either Hospital, is to be permitted to perform the Duties of his Office by Deputy.

If any Officer or Servant, of either Hospital, give or receive a fee, christmas-box, or other perquisite, to or from any tradesman or workman who serves or works for either of the Hospitals, or from any patient or prisoner, or from any person visiting the patients or prisoners, he or she is to be forthwith discharged; and any tradesman or workman giving such fee is to be incapable in future of serving the Hospitals.

It is the duty of every Officer and Servant belonging to both Hospitals, generally to promote the true interest of the Charities, as well by his or her own diligence or example in the department wherein he or she may be employed, as by recommending to others a strict observance of the Rules and Orders, upon no

account conniving at, or concealing, any infringement on them by others.

The Treasurer, Clerk, Stewards, Lincolnshire Receiver, and other Officers of Trust, upon their respective elections, and from time to time afterwards, are to give ample security for the faithful performance of the various trusts confided to them; such securities are to be approved by the Committee, and submitted to the General Court; they are, once in every year, to be inspected by the Committee, and carefully deposited in the iron chest of the Hospital; the keys of the iron chest are to be kept by the President, Treasurer, and one other Governor, appointed by the Court; and no Officer is to be Security for any other Officer or Patient.

The President for the time being has the privilege of appointing two Governors annually, and the Treasurer one; and every Governor having served as Steward has the right of nominating one person, for a Governor; but all persons, so nominated, or proposed for any other reason, are to be approved, first by the Committee, and afterwards by the Court, before they be chosen; but no staff is to be sent to the Person so nominated, until he shall have given a benefaction, to one or both Hospitals, of 50l. at the least; and no Person is in future to be put in nomination to be a Governor of these Hospitals on account of a benefaction, unless

such benefaction shall amount to the sum of 100l.

The petitions of such persons who may have served their apprenticeships in Bridewell for gifts under the respective wills of Mr. John Fowke, Mrs. Elizabeth Palmer, and Mr. John Lock, are to be first considered by the Committee, which is to report its opinion thereon, to the General Court, for its decision.

The election of Porter to Bethlem Hospital, of Porter, Beadles and Porter's Man to Bridewell Hospital, is in the Committee, but subject to the approbation of the General Court.

A Copy of the Rules and Regulations respecting Arts Masters and Apprentices is to be placed in a conspicuous part of the Lodge.

THE DUTIES OF THE SEVERAL OFFICERS AND SERVANTS.

The PRESIDENT,

BY the original Orders in 1557, is to be held and taken as the Chief Ruler and Governor, next to the Lord Mayor, of both Hospitals.

He is therefore to convene General Courts, at the stated periods, and at such other times as he may think necessary, or as may be required by a resolution of the Committee, or by a requisition in writing signed by thirteen Governors at least.

The TREASURER

IS to be considered next in rank to the President.

As the responsible Officer, he is to reside at Bridewell Hospital:

To report to the Committee all legacies and benefactions left or given to these Hospitals;

To receive all legacies, benefactions, dividends and interest on the public funds, and on other securities belonging to the Hospitals, and such cash as may remain with the Stewards and Receiver above what is sufficient for ordinary expences; and generally to superintend all receipts and payments whatsoever, on account of both Hospitals; particularly to pay all the salaries quarterly, and to discharge all bills when examined and directed by the Committee, within fourteen days after such direction:

To keep a regular Cash Book for both Hospitals, and deliver it, from time to time, with the vouchers for the respective payments therein, to the Steward of Bridewell, for the purpose of his balancing the same up to the last Monday in every Month, and laying it before the Committee at their next Meeting:

To see that Notices of Legacies, and the time when those legacies are paid, be duly entered by the Clerk, in the proper Book; and to report to the Court and Committee what legacies and benefactions have been received since the last Meetings:

To attend every Court and Committee, and to convene and preside at Courts, in the absence of the President:

To appoint and attend Views of the Houses and Estates belonging to these Hospitals, with three of the Committee, to be appointed amongst

themselves, and to give temporary directions respecting their management:

To inspect and regulate the conduct of the Arts Masters and their Apprentices, to settle such disputes as may arise between them, and to give directions for clothing, binding, and discharging the Apprentices, and keeping them in proper order and subordination; to appoint Workmen and Tradesmen, subject to the approbation of the Committee; and to hire all Servants, as heretofore, at Bethlem, upon the death or discharge of any of the old ones; to report their names to the Committee for their approbation; and generally to inspect, direct, and superintend the affairs and management of both Hospitals.

The CHAPLAIN

IS to preach one Sermon, and to read Prayers twice on every Sunday, Christmas Day, and Good Friday, at the usual Hours, viz. eleven in the forenoon, and three in the afternoon, and to read Prayers and preach once on every 30th January, 29th May, Stewards' Feast, General Fast, and Thanksgiving days, and also to read Prayers in Lent, and at General Courts;

To solemnise Marriages, to baptise Children, visit the Sick, bury the Dead, and keep a Register, as well for the Precinct as for the Hospital:

To read the Charge to every Governor in open Court, to attend the Chapel-wardens upon all collections to be made for briefs and the King's letter, to reside constantly at the Hospital, and not to go out of Town without leave of the President or Treasurer.

He is particularly to admonish and instruct the Prisoners from time to time; to read Prayers and the Exhortation already provided, or preach a Sermon, once every Sunday; and to read Prayers on two other days in the week, in the Prison Chapel: on all which occasions he is to wear his usual officiating dress, and to see that such Prisoners as are able and proper do always attend Divine Service:

To examine every Boy intended for an Apprentice, before he is placed on liking, and report to the Committee the nature of his education and attainments:

To instruct the Apprentices in their religious duty, to catechise them frequently during the four first years of their servitude;

And generally to perform all the Duties incident to the sacred office of a Minister of the Church of England, and a Chaplain of Bridewell Hospital and Precinct.

The CLERK for BOTH HOSPITALS

IS to attend every day throughout the year at the Office in Bridewell Hospital, from nine o'clock in the morning till three in the afternoon (Sundays, the 30th of January, 2d February, 29th May, 2d September, 5th November, Good Friday, Ash Wednesday, the three first days in Christmas, Easter, and Whitsun week, and every Public Fast and Thanksgiving Day excepted:

To issue the summonses for all Courts and Committees, where he is also to attend, to take the Minutes of the proceedings, draw them out at large, and enter them fairly in proper books, kept for that purpose, which are to be open for the inspection of every Governor;

To keep a correct account of all the Governors and future Benefactors to the Hospitals; and a book of all the Rules and Orders, with the Duties of the Officers and Servants, and another of Benefactions and Extracts of Wills and Legacies, distinguishing those in Reversion;

To draw up all Reports from the Committees to the Court, to acknowledge benefactions and donations, and communicate the proceedings of the Court thereon:

To write all Letters to Tenants and others, and transact such other Business as may be directed by the Courts and Committees:

To draw and ingross all leases, and assignments of leases, of the Hospital Estates, and to enter abstracts thereof, and of all schedules, contracts, and reports after Views, in proper books, for the information of the Steward and Surveyor; and to draw up all bonds and other securities, petitions and orders, relating to both Hospitals:

To acquaint the President and Treasurer of the deaths of Officers and Servants, and of all vacancies, as soon as possible:

To make a List of the Governors, to be yearly delivered to the Lord Mayor, on Saint Matthew's day:

To keep a book in his Office, in which any Governor may enter the name of a Boy to be proposed to the Committee as an Apprentice, who is qualified agreeable to the Rules and Regulations, for his admission:

To receive the certificates of the age of the Boys so proposed:

To keep a Book, to be called the Black Book, in which are to be entered, by order of the Commitee, the names of such Apprentices who may be found guilty of any flagrant enormity.

The SURVEYOR for BOTH HOSPITALS

IS to attend Committees and all Views in Town, when required; to recommend, estimate, and superintend, all alterations or repairs on the site of both Hospitals; to measure all works, and to examine all workmens' bills as soon as delivered; to survey and give his opinion as to the rents, repairs, and buildings, proper for such houses or premises as are to be let on building or repairing leases; to attend the letting thereof, when required; and to see that such repairs and buildings are done according to the contract, and report thereon to the Committee, with the sum which ought to be insured for the same; and to furnish the Clerk with plans of each ground-plot and building, to be affixed to the leases; to keep a book of estimates for all buildings and repairs, and lay the same before the Committee; to make out the schedules of fixtures, when required; and in all other respects to render the Hospitals his best services as a Surveyor. For all which he is to receive a salary of 150l. a year, and be permitted to charge 5l. per cent. upon all new buildings, alterations, and repairs, exceeding the value of 400l. and when any repairs or new buildings are going on, he is then to be allowed after the rate of 25s. a

week, for a Clerk of the Works; if such person be thought necessary by the Committee.

He is regularly to inspect the Arts Masters houses and apartments once a year, or oftener, if directed by the Committee, and report to it his observations thereon.

The RECEIVER for BOTH HOSPITALS, and STEWARD of BRIDEWELL,

IS not to follow any profession, trade, business, or other employment whatever; but to appropriate the whole of his time with diligence and fidelity, to the service of the Hospitals, particularly that of Bridewell.

He is to collect and receive all the rents, arrears, insurances, and annuities, payable to both Hospitals, as the same become due, (except those from the Orphan Stock, and the Public Funds), and to pay all monies, as soon as received, to the Treasurer:

To keep a Cash Book, in which are to be entered all sums of money received and paid by him, on account of the Hospitals; which is to be balanced the last Monday in every month, and laid before the Treasurer and the Committee:

To cast up the Cash Books of the Treasurer, and of the Steward of Bethlem Hospital, and ascertain the precise balances in their hands, on the last Monday in every month, and lay the same before the next monthly Committee; at the same time to compare the entries of payments, with the respective vouchers, which he is to receive into his custody for that purpose, and carefully deposit them in his strong closet, and produce the same to the Audit Committee, at their next Quarterly Meeting:

To keep Ledgers, in which accounts are to be opened of all the Hospital's Estates, Revenues, Trusts, and Outgoings; to which accounts all the articles in the Cash Book are to be carried, in order that a general account of receipts and payments may be drawn out once a year, or oftener, if the Committee think proper; so that the state of the Hospital's finances may be known at any time with the greatest precision:

To state to the Committee, at each of their meetings previous to the four General Quarterly Courts, the amount of the arrears of the revenues of the Hospitals, under his receipt; with a list of all such tenants whose rents may be more than nine months in arrear:

To take care that the several insurances, and the payments for the same, on the buildings belonging to the Hospitals, be regularly made, and the policies renewed when necessary;

To keep a rental of the estates of both Hospitals; and report to the first Committee after every Lady-day, all the leases which are within three years of expiration, and also when they are expired; and to continue to report the same to every succeeding Committee till they are re-let:

To direct such repairs as by accidents or decay may become immediately and absolutely necessary to be done, and all other matters not exceeding five pounds:

To see that the several inferior Officers and Servants do their duty:

To examine the Tradesmens bills, and the several charges therein, previous to their being laid before the Committee:

To attend all Courts and Committees of Bridewell Hospital:

To provide and deliver out the diet for the prisoners daily; and generally to see that they are properly and humanely attended to:

To acquaint Governors of their election; and to wait on them with staves, and a copy of the Rules and Orders.

He is annually to make up the general accounts of both Hospitals to Christmas; and to attend and assist the Sub-Committee of Audit, in balancing and preparing the same, to lay before the General Court, in April.

The PORTER of BRIDEWELL

IS to receive into his custody all Prisoners under a legal commitment, and immediately to indorse on the back of the warrant the day and hour when such Prisoner was received, and subscribe his name close to such indorsement, and number the warrants on the front as they come in; to enter in a book provided for the purpose, the number of the warrant, the name of the Prisoner committed, by whom, when, and for what cause; and after such entry, to carry all warrants of commitment, which may come in from eight o'clock in the morning until four in the afternoon, on or before six o'clock of the same day, to the Steward, to be entered in his book; and to carry those which may arrive between four o'clock in the afternoon and eight the next morning, to the Steward by ten o'clock, to be entered in like manner; and then carefully to file the said warrants in numerical order, to enter in the margin of the said book by what authority each Prisoner was discharged, and when, and also whether corrected:

To view and inspect the Prisoners well; and cause his Man, the Matron, Beadles, and others, to do the same; and ascertain whether any of the Prisoners have been in the Prison before, at what times, and under what name or discription; also,

as far as possible, how such Prisoners may have been employed, and what may have been their habits of life since their former discharge; and to register the same in his book. In cases of escape, he is to acquaint the Treasurer thereof, and use his best endeavours to retake the Prisoner:

To see that the Mens Prison be well washed once a week with vinegar, fumigated once a week with tar, and whitewashed conformable to Act of Parliament; and that all the Men Prisoners, in health to bear it, (those under vagrant passes excepted) be bathed and cleansed on admission, and as often afterwards as necessary, or as may be directed by the Medical Officers and the Prison Sub-Committee:

To acquaint the Steward when any Prisoner is sick, or not able to work, and send for the Physician, Surgeon, or Apothecary, as the case may require; to treat the Prisoners with humanity, and kindness, and to keep them safe and clean till they be duly discharged; to visit them frequently, and see that they be kept to labour, and not abused; but not to allow any Prisoner or City Apprentice a bed, any strong beer, liquor, or other indulgence, except by order of the President, the Chamberlain of London, the Treasurer, the Prison Sub-Committee, one of the Medical Officers, or the Steward of Bridewell; and not to receive any fee whatsoever from a

Prisoner, or suffer any to be paid, except what is authorised by law; and not to harbour or accommodate any lodgers or inmates, on pain of being immediately discharged:

To enter daily in his Diet Book the number of prisoners; and minute down the true reason, if any of them are not at labour; to bring the Diet Book every Monday morning, with the preceding week's account entered therein, to the Steward, to enter into his book; to compare his book with the Steward's, and if right, to sign the Steward's Diet Book as a voucher for the same:

To prepare, before every Court, a complete Calendar for the President, Treasurer, and Committee, of all Prisoners then in his custody, and of the whole number of Prisoners committed by warrant from the last Court to that inclusive: distinguishing such as have been discharged between the Court-days, or have been in the Prison before, and to produce those discharges if required; the said calendars are to be signed by the Steward as well as himself, and certified to be correct:

To make a faithful report to the Clerk of the Hospital, one month at least before Easter, of the number of Arts Masters and Apprentices in Bridewell Hospital; also of the number of Prisoners committed in the year past, that it may be printed in the annual Easter Report: And for

the better execution of his Office, he is annually to be sworn a Constable:

To attend Divine Service, and all Courts and Committees; and at Public Dinners to wait upon the President and Treasurer in his gown:

To receive the President at the gate of the Hospital, and to conduct him to and from the Court on public occasions, and also to walk in the procession to the Spital at Easter, with his gown on, and his staff of office in his hand; and when obliged to be absent from the Hospital, to take care that his Man be there in his place:

To see that his Man come upon the watch every night at nine, and stay there till eleven o'clock; and at that time to see that one of the Beadles, or his Man, in their respective turns do come upon the watch; to see that the gates of the Hospital are shut at six o'clock from Michaelmas to Lady-day, and at nine o'clock from Lady-day to Michaelmas; and that the locks, fastenings, and hinges of the gates, doors, prisons, &c. are kept oiled and in good order:

To obey his superior Officers, and to assist them when required; to keep his Man and the Beadles in obedience to him, to call and command them to his aid and assistance; and to report any misbehaviour to the President, Trea-

surer, or the Committee, and, in their absence, to the Steward :

To keep a Chapel Book, in which the names of the Arts Masters and Apprentices, who are absent from Chapel, are to be noted, and regularly to lay the same before every meeting of the Committee.

The MATRON of BRIDEWELL

IS to take charge of all Women Prisoners, who are legally committed, at all hours of the night ; and to keep as much order and decorum among them as lies in her power ; and, if any dispute arise among them which she cannot quell, to call in the Porter, Beadles, and Porter's Man to her assistance :

To take care that none but those who are incapable, from sickness, or natural infirmities, be excused from their daily labour ; to visit the apartments frequently, and to see that the Prisoners are properly treated, and are not employed in any work beyond their strength ; and particularly that they are duly served with proper provisions,

To see that the Womens Prison be washed once a week with vinegar, fumigated once a week with tar, and whitewashed conformable

to Act of Parliament; and that all the Women Prisoners, in health to bear it, (those under vagrant passes excepted) be bathed on admission, and as often afterwards as necessary, or as may be directed by the Medical Officers, or the Prison Sub-Committee:

To take care that the Women Prisoners clean their Apartments daily, and wash their Clothes every Saturday, that they may appear decent at Chapel on Sundays; and likewise to see that all such as are able do attend Divine Service:

To take care that the medicines, or sick diet, ordered by any of the Medical Officers for the Prisoners, be duly administered, and to attend upon the sick with care and humanity in all manner of disorders.

She is not to harbour inmates or lodgers, nor to accept or permit to be taken any fee or money from any Prisoner, nor permit any Prisoner to have a bed, strong beer, liquors, or other indulgence, except by order of the President, the Treasurer, the Prison Sub-Committee, one of the Medical Officers, or the Steward, on pain of being discharged.

The BEADLES, and PORTER'S MAN.

ONE of the Beadles is to go every morning to take instructions from the Clerk's and Steward's Offices, and then to wait on the Treasurer to receive his commands; and the Porter's Man is to serve the Prisoners diet.

The Beadles are to deliver all letters, summonses, and messages relating to the Hospitals; and to attend all Courts and Committees: and to go with the Prisoners to the respective Courts and Magistrates.

One of them is always to attend at the Lodge in the following order:—

On Sunday in rotation:

On the other six days in the week, the three Beadles are to attend in turn.

The Porter's Man is to attend from nine to eleven every night; and the whole of every fourth night.

The Beadles and Porter's Man are to watch in rotation, from Lady Day to Michaelmas, from eleven o'clock at night to six in the morning; and from Michaelmas to Lady Day, from eleven o'clock at night to seven in the morning, and regularly, every half hour, audibly to proclaim the time and weather, at every

side of the two courts, and not to employ any person to watch for them, without the approbation of the Treasurer, or, in his absence, of the Steward:

To see that the lamps are lighted properly, and kept burning, both within and without the Hospitals, from sun-setting to sun-rising.

The Beadle at the Lodge is to take care that the gates are locked up at six o'clock in the evening, from Michaelmas to Lady Day; and at nine o'clock in the evening from Lady Day to Michaelmas, and to attend there until he is relieved by the Porter's Man.

He is not to permit any Apprentice to go out of the Hospital, either on Sundays or on other days, after the usual working hours, without a note from his Master.

He is to call every night (immediately after shutting the gates) at each of the Arts Master's Houses, to enquire and note whether any of the Apprentices are absent; and

He is, the next morning, to report to the Treasurer the names of the Apprentices who may have staid out of the Hospital after the shutting of the Gates.

The Beadles and Porter's Man are to attend Divine Service, except when on duty at the Lodge; to assist, as directed, in all matters respecting the Prisons and Prisoners, and immediately to go for the Doctor, Surgeon or Apo-

thecary, when so ordered, or if occasion require; to clean the court, committee-room and offices, the lobby and stairs, the hall and furniture, and to sweep the pavement opposite the Hospital, and the foot-pavement, from the Treasurer's stable-yard in Bride-lane, to the end of Tudor-street; and, during a frost, to keep the kennel and iron gate opposite the Hospital free from ice, and clean the crossing leading to Union-street, every day, before nine o'clock, and to prevent all nuisances or obstructions being placed or continuing thereon. And it is the Porter's Man's duty more particularly to assist the Porter, and to sweep the gates and court-yards every Saturday.

The two Beadles who are not upon duty at the Lodge, are to assist on all other occasions, and be ready to perform such duties as may be required of them by their superior Officers.

They are not to harbour or accommodate any inmates or lodgers, nor to take, or suffer to be taken, any money or fee, under any pretence whatsoever, from any of the Prisoners, on pain of immediate dismission.

They are to obey, aid and assist their superior Officers, in all other matters necessary towards maintaining the good order and police of both Hospitals, as occasion may require.

The Beadle who acts as Chapel Clerk and Sexton is to do the duties of those offices as directed by the Minister, and particularly to keep the burying ground in decent order.

An ARTS MASTER

Is to be a member of the Church of England as by law established, and a freeman of the city of London, a man of good morals, and of sufficient ability in his business.

He is to be allowed a house, or apartments, put into substantial repair, free of rent, and all taxes at present existing, except the income tax: He is to keep the same in repair at his own expence.

He is to take and receive into his service, as Apprentices, such and so many Boys as may be ordered by the Court or Committee, but on no account to receive any Boy, even on liking, without the direction of the Committee.

He is not to receive lodgers into his house, nor receive or retain any inmates, without the consent of the Committee.

He is diligently to instruct his Apprentices in their trade.

He is to give immediate notice, in writing, at the Clerk's Office, should any Apprentice run away, or pass a night out of the Hospital without leave first obtained from the President, Treasurer, or the Committee.

He is not to grant any indulgence contrary to the rules of the Hospital, except on his personal application to the President or Treasurer.

He is regularly to attend Divine Service, every Sunday morning and afternoon, with his Apprentices.

He is to walk in the procession at Easter, and comply with all such orders of the Court or Committee as may be made from time to time for the conduct and regulation of the Arts Masters.

He is, when the Beadle calls at his house at night, to inform him whether any of his Apprentices are absent.

He is to have a copy of the Rules and Regulations respecting the Arts Masters and Apprentices placed in a conspicuous part of his workshop.

An APPRENTICE

Is not to appear, at any time, in any other clothes than those appointed by the Hospital.

He is not to go out of the Hospital, either on Sundays or on other days, after the usual working hours, without a Note from his Master, to be delivered to the Beadle at the Lodge.

He is not to be allowed any Holidays, except at the discretion of his Master, and at the controul of the Committee: He is expressly forbidden to be out of the Hospital during the evenings of Bartholomew Fair.

If any Apprentice stay out of the Hospital after shutting the gates, he is, the next morning, to be reported by the Beadle to the Treasurer.

If he be guilty of any flagrant enormity, his name is to be inserted in a book, to be called the Black Book.

Any Apprentice whose name may have been inserted in the Black Book a third time, is incapable of receiving either Lock's, Palmer's or Fowkes' Gifts, or of having the freedom of the city of London at the expence of this Hospital.

He is, when out of his time, to return his clothes to the Steward, and to receive others at the discretion of the Committee.

He is to attend to receive such other instructions as the Committee may provide for him, and may think conducive to his future benefit and advantage.

The Rules respecting his Duty are to be read to him previous to his being bound, and a copy delivered to him at the same time.

GENERAL ORDERS

FOR

BETHLEM HOSPITAL.

I. ALL poor Lunatics are to be admitted, except such as are afflicted with the palsy, or subject to convulsive or epileptic fits, or such as are become weak through age or long illness, such as are Mopes or Idiots, such as are infected with the veneral Disease, and Women with Child. All admissible Patients (except those from parishes and public offices), upon giving security to be taken away when required, and finding their own clothes, are to be admitted without any fee or expence. Parishes and public offices are to pay 1*l.* 11*s.* 6*d.* for each, and enter into the same engagements; and Incurables are to pay 3*l.* 10*s.* desposit, and 5*s.* a week, besides their clothing. Those Incurables who are sent by poor friends, are to pay the same deposit, and 2*s.* 6*d.* a week, besides their clothing.

II. Patients who have not been disordered more than one year before admission, are to be

admitted at all seasons, and remain till cured, provided the same be effected within twelve months; and all such as have been disordered longer than that time may be admitted (at the discretion of the Sub-Committee) from Lady Day to Michaelmas only, when they are to be discharged, unless there be then a prospect of cure.

III. No Governor is to be a Security for any Patient.

IV. A List is to be kept of all Patients discharged as Incurable who may be deemed, by the Physician and the Sub-Committee, fit objects for the Incurable List; and as there may be room, notice thereof is to be sent to their friends; and they are to be admitted in rotation, without favour or preference.

V. No Patient who has been once discharged as Incurable is to be again admitted into the Hospital as a Curable Patient, without good proof that such person has been well for twelve months previous to the application.

VI. All Patients, on admission, are to be stripped and examined in the presence of their friends, and, if necessary, of the Surgeon: they are not to be allowed any box with a lock and key, or any razors, knives, scissars, or dangerous instruments of any kind.

VII. No Patient is to be allowed tea, sugar, wine, strong beer, or any other provision, un-

less by the particular direction of the Physician, Surgeon, or Apothecary, first given in writing.

VIII. No Patient is to be confined in chains without the previous knowledge and approbation of the Apothecary, nor released from such confinement without his consent.

IX. The feet of every Patient in chains or straw are to be carefully examined, well rubbed, and covered with flannel, every night and morning during the Winter months; and the Surgeon is to be immediately informed if there be any complaints which require his attendance.

X. All the Patients are to be washed and combed every morning, the Men Patients shaved every Monday, and the feet of all Patients washed at least one day in every week.

XI. If a Patient escape through the negligence of any servant, the whole expence of retaking such Patient is to be first paid by the Steward, and by him deducted from the salary of the Servant in fault.

XII. No person whatsoever, except Governors or those in company with a Governor or the Physician, is to be permitted to view the Hospital and Patients.

XIII. The Securities for any Patient, upon the admission of such Patient, are to have a ticket delivered to them, which will entitle two persons, friends of the Patients, to ad-

mission on Monday, from the hour of ten to twelve.

XIV. If any Man, related to a Woman Patient, or employed by her relations, is desirous of seeing such Patient, she is to be brought down to the Committee Room, attended by one of the Nurses, any time from ten to twelve, on Mondays, unless such visits are forbidden by the Physician or Apothecary.

XV. One of the Keepers or Gallery Maids is to attend all persons who may come to view the Hospital; they are not to ask, demand or receive any benefaction or gratuity, on behalf of the Hospital or themselves, on pain of dismission; but whatever any persons may be inclined to give, they are to be desired to put into the Poor's Box with their own hands.

XVI. If any persons have a complaint to make which respects the management, or the Servants of the Hospital, they are to be desired to enter the same in a book provided for that purpose, or to address themselves to the Steward before they leave the Hospital.

XVII. Incurable Patients, who become Mopes or consumptive, are to be discharged if they belong to parishes.

XVIII. Upon application by the friends to the Steward, one of the Keepers is to be directed to carry away any dangerous Patient

who may have been discharged as incurable; but this is not to be done on any account without such application and direction.

XIX. When Patients from the Country are discharged sick and weak, their Securities are to take them away within six days after notice thereof; and when Patients within the bills of mortality are discharged in like condition, their Securities are to take them away within three days after notice thereof; and in case of failure, the penalty of the bond is to be strictly enforced: All Patients are to be stripped and examined, and sent away clean and decent; and a regular return of the Patients discharged, and of those discharged but not removed, is to be laid before the Bethlem Sub-Committee.

XX. The Bethlem Sub-Committee has a discretionary power to relieve Patients on their discharge, when cured, with any sum of money, not exceeding twenty shillings.

XXI. The Bethlem Sub-Committee is to view the House and Patients at least once a month, and to minute down any thing of moment in a book.

XXII. The Poor's Box is to be opened once a year, in the presence of the Bethlem Sub-Committee.

XXIII. All the gates belonging to the Hospital, and to both Galleries, are to be kept shut,

XXIV. The keys of the gates are to be numbered, and delivered to the respective Officers and Servants, who are not to give them out of their possesion, to any Patient or other Person, Officer or Servant, on pain of suspension or dismission.

XXV. All the Men Servants (the Porter excepted) are to watch in rotation; and the First Assistant Keeper is always to be the Cook, and the Second the Cutter.

XXVI. The Servant who watches, is to go round the house and men's gallery, the court and back yard, and the infirmary yard, and audibly to proclaim every hour, from eleven o'clock at night till six o'clock in the morning, in Summer, and from ten o'clock at night till seven o'clock in the morning, in Winter, on pain of suspension or dismission; and then deliver the keys to the Porter; and the person who officiates as Watch-man the preceding night, is to take charge of the gate every evening, from five till ten o'clock in Winter, and from seven till eleven in Summer.

XXVII. No Servant is to be absent on pretence of illness, or otherwise, without the consent of the Sub-Committee, Medical Officers, or Steward.

XXVIII. No person is to be admitted as a Servant into the Hospital until after a trial of two months.

XXIX. No Work or Repairs are to be done at the Hospital (except by a Carpenter who is to be kept there constantly at jobbing work) without an order in writing from the Sub-Committee and Surveyor, to be communicated by the Clerk and Steward.

XXX. Patients without Certificates are to be admitted, on giving double security, at the discretion of the Bethlem Sub-Committee.

The PHYSICIAN

IS to attend the resident Officers, Servants, and others actually employed at either Hospital, when ill; to inform the Committee of any neglect or abuse, and suggest such reform as he may think necessary:

To attend the Sub-Committee, at Bethlem Hospital, every Saturday morning, to take in and discharge Patients; and every Monday and Wednesday to attend at the said Hospital, to examine and prescribe for the Patients, the Monday during the bathing season excepted.

The SURGEON

IS to attend the Prisoners at Bridewell, and the Patients of both Hospitals who have had accidents, or have disorders that require his assistance; and particularly in winter, when mortifications are frequent:

To attend all the Officers and Servants resident at either Hospital; and to acquaint the Committee and Stewards of any neglect or abuse:

To attend the Bethlem Sub-Committee, at Bethlem, every Saturday, on the admission and discharge of Patients; and to examine and sign the Matron of Bridewell's bill for poultices and sick messes for the Prisoners, &c.

To view every boy before he is placed on liking as an Apprentice to the Arts Master, and certify his state of health to the Committee.

The APOTHECARY

IS not to follow any other business; nor is he to absent himself one day without the leave of the Bethlem Sub-Committee, or the President, or Treasurer:

To furnish medicines to any of the resident Officers or Servants of either Hospital, who may be actually indisposed, and have occasion for them, but not otherwise; to acquaint the Steward and Committee respectively of any neglect or abuse; and to suggest necessary reforms:

To give all necessary attendance upon the Prisoners and others at Bridewell; and to sign the Matron's bill for sick messes to the Prisoners, &c.

To visit the Patients every morning regularly, at Bethlem, or oftener if necessary, and to report to the Physician any neglect he may observe in their management:

To attend the administration of the medicines ordered by the Physician on the days appointed, and see that they are properly taken; and to direct the keepers in their management of the Patients during the absence of the Physician:

To take special care that all the drugs and medicines are of the best kind, and are not wasted or applied to any other purposes than the true objects of the Charities; and to deliver a list to the Bethlem Sub-Committee, every Saturday, of such things as may be immediately necessary; and of such other necessaries as he may have been obliged to procure during the preceding week, for any pressing and unforeseen occasion:

To view every Boy before he is placed on liking as an Apprentice to the Arts Master, and certify his state of health to the Committee:

To examine all letters intended to be sent by the Patients to their Friends, and those thought necessary to be kept back, he is to lay before the Sub-Committee:

To keep a book containing the names of the Patients, curable and incurable, specifying when

admitted and discharged; and to lay before the Bethlem Sub-Committee the exact number of Patients, who may be in the House on the Friday previous to the meeting of such Sub-Committee.

The STEWARD of BETHLEM

IS not to follow any trade or business, or hold any other place or employment whatsoever, but to appropriate his whole time to the service of the Charity; and not to lie out of the Hospital without leave of the Treasurer or Bethlem Sub-Committee.

He is to enter the Names of all Patients as admitted, their respective settlements, (if any) and the names and places of abode of their Securities; and the time when any patient dies or is discharged; and give due notice thereof, and of the vacancies, to their friends or Securities:

To adjust and receive all deposits and payments due for the several Patients; and to keep ledgers for the account of each Patient:

To keep a Cash Book of all monies received and paid by him, which is to be balanced the last Monday in every Month, and laid before the Treasurer, the Committee, and the Bethlem Sub-Committee:

To pay the Treasurer such part thereof as may not be wanted for the ordinary payments of the Hospital, and to inform the Receiver, in writing, when any monies are paid by him to the Treasurer.

To keep a book of daily receipts and of contingent expences, to be produced to the Bethlem Sub-Committee, whenever it may meet:

To take charge of the Wardrobe, and deliver out all necessary bedding and clothing for the Patients; making the most use he can of such bedding as may have been left on the discharge or death of Patients:

To take care that all Stores, whether contracted for or not, be of the best sorts, and purchased at reasonable rates, to the best of his judgment; and to receive no goods or provisions into the Hospital without a note in writing, or bill of parcels, which is to be regularly filed:

To go down into the Kitchen every Tuesday, Thursday, and Saturday, in the morning, time enough to see that the provisions, which are then to be taken in, be of a good quality, and according to the contract, and be laid ready for the inspection of the Governors, if any come to view them; otherwise to see them weighed himself, and enter them down in his book for the examination of the next Sub-Committee:

To number the pieces of meat before they be put into the pot, and attend the cutting up of the provisions when dressed, to see if the accounts tally; to take care that no waste be made, nor any misapplied or given away; and that no person, except the Servants of the House, be permitted to remain in the Kitchen or Cutting-Room whilst the provisions are cutting or serving up:

To take care that no Patient be employed in delivering the provisions into the several cells, but that the same be done by the Basket-Men and Gallery-Maids only:

To take care that no more provisions be dressed than are necessary for the Servants and the Patients of the House; and in order to know this with more certainty, the number of Patients who are on the sick list is constantly to hang up in the Cutting-Room:

To take all necessary care that the Cook make no waste of provisions, or appropriate to himself any perquisites.

He is not to suffer the small beer cellar to be opened but at the usual hours; nor any person to draw beer but the Assistant Keeper, who is to draw only one hour at dinner, and half an hour at supper, and carefully lock the door when he leaves the cellar. He is to take the book down into the cellar every Saturday, that the Sub-Committee may see what beer has been

received, and how much consumed in the preceding week.

He is not to suffer any strong beer to be brought into the House for any Patient whatsoever, but at particular hours, and then only for such persons, and in such quantities as the Physician, Surgeon, or Apothecary, may have directed, and set down in a written list; nor permit any spirituous liquors to be brought into the Hospital on any pretence.

He is to go round the galleries, and up into the chequers, both on the Men's and Women's side, every Monday, Wednesday, and Friday, in the forenoon, to see that the galleries and cells are kept as clean and as neat as the condition of the Patients will admit; that their linen and sheets be duly changed, and that the Men and Maids do open the doors and windows, that the circulation of air may not be impeded:

To observe that the glazing and wires belonging to the windows be kept tight and decent, and in good order:

To take care that a proper quantity of coals be distributed to the rooms where fires are allowed; to direct the cinders to be sifted, and suffer no waste to be made:

To see that the workmen employed in repairs, or otherwise, do regularly attend and do their duty; and also that they enter the same in a proper book to be kept by him for that purpose:

To see all casual orders of the Court, Committee, or Treasurer performed:

To supervise all the Servants of the House, and to take care that the orders for the good government of the Hospital be strictly observed; and if he find any disorder or mismanagement, to acquaint the Bethlem Sub-Committee thereof.

If any deaths of Patients or Securities have happened, or any repairs, alterations, or reforms be necessary, he is to advertise the Bethlem Sub-Committee thereof.

The MATRON of BETHLEM

IS to go round the House every day on the Women's side before ten o'clock, but on Tuesday before nine; and to see that the linen and the sheets of the Patients be regularly changed as they ought to be:

To go down into the stove-room in the winter time, by eight o'clock in the morning, to see that the fires be lighted, and then order the Patients, proper for that purpose, to be carried there as soon as they conveniently can; and if she find the Gallery Maids and Keepers negli-

gent therein, she is immediately to complain to the Steward:

To see that the Women Patients in general be taken care of, and kept as clean as their complaints will allow of; and to take care that the straw, on which the Patients are laid, be changed when damp or dirty:

To distribute the Patients in their cells, so that each Gallery Maid may have a proper number of those who are fit to work to assist her; and to employ such of the Patients at their needle as are capable, when not otherwise busied:

To take care that those Patients who are low-spirited, or inclined to be mopish, be obliged to get up and quit their cells, and that the doors be locked, that they may not return to their beds; and acquaint the Physician or Apothecary when any of the Patients take to their beds without particular sickness:

To take particular care that such of the Women Patients as are lewdly given, be confined to their cells, and no person suffered to come to them but in company with one of the Gallery Maids:

To take particular care of the sick, and see that they are moved into the Infirmary, if judged necessary by the Physician or Apothecary, and there taken care of:

To bring into the Committee-Room such Women Patients as are discharged well:

To hire the Gallery Maids with the approbation of the Treasurer and Sub-Committee, and discharge them with consent of the same, whenever she may find them negligent in their duty, wanting in care, or otherwise misbehaving towards the Patients:

To receive the linen and other necessaries brought in with the Patients by their friends, and deliver them to the Gallery Maids, under whose care the Patients are placed; and see that they keep an account thereof in writing, that the same may be delivered up when the Patient is discharged, or, if torn, that the pieces may be returned, to shew that they have not been purloined:

To take an account of the linen before it goes to the wash, and see that it be returned according to the quantity delivered:

To go down into the laundry on Wednesday, to observe the Washerwomen, and to see whether the linen belonging to the Patients be properly boiled and washed.

The PORTER of BETHLEM

IS to be the Keeper of, and to open and shut the gates and doors, and take care that the bar-gates on both sides be kept shut :

To be on his station from six in the morning till seven in the evening, during the summer, and from seven to five in the winter ; and not on any pretence to quit his station at the door, after the same is opened, during any part of the day, without leave of the Steward, and first appointing a proper person to supply his place :

To receive from the Steward all warrants on the admission of Patients, and regularly to enter and file the same.

He is not to suffer any strong beer, or other liquors, to be brought in for the Patients, on any account, but under the direction of the Steward, nor to accept of any gratuity, on any pretence whatsoever, on pain of being discharged ; and in all other respects he is to conform to the rules and regulations of the Hospital.

The FIRST and SECOND KEEPERS, or BASKET MEN,

On the MEN's SIDE,

ARE to rise at six o'clock in the summer, and at seven in winter; to take care of the Patients, and clean the second and lower gallery; to carry and fetch back the linen to and from the laundry:

To watch on Monday and Tuesday nights in turn; to fetch coals to the galleries; to attend the Barber once a week, and the company who may come to view the Hospital:

To receive the linen and other necessaries brought in with the Patients by their friends, and take an account thereof in writing, that they may be delivered up when the Patient is discharged, or, if torn, that the pieces may be returned, to shew that they have not been purloined.

They are not to suffer strong beer, or other liquors, to be brought in for the Patients, on any account, but under the direction of the Steward:

Nor to accept of any gratuity, on any pretence whatsoever, on pain of being discharged.

They are to examine carefully the feet of every Patient in chains or straw, to rub and cover the same well with flannel, every night and morn-

ing during the winter season, and give immediate notice to the Surgeon, if there be any complaints which require his assistance; and on all other occasions to pay due attention to the Patients; and to conform to all other rules and regulations of the Hospital relating to their departments.

The THIRD KEEPER, or BASKET MAN, On the MEN'S SIDE,

IS to rise at six o'clock in summer, and seven in winter; to assist the Gallery Maids in the second gallery, and in the other galleries as he may be wanted; to carry coals once a week on the Women's side; to watch one night in a week (Wednesday) and to do the Cutter's duty every third Sunday; not to accept of any gratuity, on any pretence whatever, on pain of being discharged; to attend to the Patients in the same manner as the other Keepers are directed to do, and to conform to all other rules and regulations of the Hospital relating to his office.

The FIRST ASSISTANT KEEPER or BASKET MAN;

(CALLED THE COOK)

IS to rise at six o'clock in summer, and seven in winter; to dress all the meat, and boil all the pottages and garden stuff for the Patients and Servants:

To carry coals once a week, on the Women's side; to clean all the coppers, the kitchen and sculleries; to turn a machine in the Laundry every other Wednesday, and on the other Wednesday to do the duty of Cutter and Cook: To watch on Thursday nights.

He is not to give the Patients strong beer or liquors, on any account, nor to accept of any gratuity, on any pretence whatsoever, on pain of being discharged.

He is to attend to the Patients in the same manner as the other Keepers are directed to do, and in all other respects to conform to the Regulations of the House relating to his Office.

The SECOND ASSISTANT KEEPER, or BASKET MAN,

(CALLED THE CUTTER)

IS to rise at six o'clock in Summer, and seven in Winter; under the direction of the Steward, to cut out the meat, bread, butter, and cheese, take in the beer, draw and deliver it out, and keep the Cellar sweet and clean:

To take in and deliver out the coals, sift the cinders, and see there be no waste in any thing.

He is not to accept of any gratuity, on any pretence whatsoever, on pain of being discharged.

He is to attend to the Patients in the same manner as the other Keepers are directed to do; to assist in the Women's Upper and Lower Galleries on Mondays, in the Men's Second Gallery on Tuesdays, the Lower Gallery on Wednesdays, and in the Women's Second Gallery on Thursdays, until Breakfast is over; to watch on Friday nights, carry coals once a week on the Women's side, to turn a machine in the Laundry every other Wednesday, and on the other Wednesday to do the duty of Cook and Cutter, and to conform to all other regulations of the Hospital relating to his Office.

The THIRD ASSISTANT KEEPER, or BASKET MAN,

IS to rise at six in Summer, and seven in Winter; to take care of the Patients in the Infirmary on the Men's side; to attend the Patients when in the Green Yard, and the Barber once a Week; to watch one night in a Week (Saturday) and to clean the front court and the space before it.

He is not to accept of any gratuity, on any pretence whatsoever, on pain of being discharged; he is to attend to every Patient in chains, or straw, in the same manner as the other Keepers are directed to do, and in all other respects to conform to the Regulations of the House, relating to his Office.

The FOURTH ASSISTANT KEEPER, or BASKET MAN,

On the WOMEN'S SIDE

IS to rise at six in Summer, and seven in Winter, to light the fire in the stove-room, and assist in carrying the Women thither:

To assist the Gallery Maids in bathing, bleeding, shaving, and giving the Patients their medicines; and also in removing the straw, and cleaning the cells and galleries.

He is not to accept of any gratuity, on any pretence whatever, on pain of being discharged.

He is to attend to every Patient in chains or straw, in the same manner as the other Keepers are directed to do; and to assist the Gallery Maids on the Lower and Upper Gallery:

To carry coals once a week, on the Women's side; to attend Patients in the Green-Yard; to mangle linen on Thursdays and Fridays; to have the care of cleaning the Back Gate; to watch on Sunday nights, and to conform, in all other respects, to the Regulations of the House.

The THREE GALLERY MAIDS

ARE to be in their Galleries at six o'clock in Summer, and seven in Winter, and to open the doors of the cells, that the Patients may come out of their rooms :

To carry down to the Stove-Room such Patients as ought to be put there, and afterwards turn out the low-spirited and such as are mopish, and then clean the cells and galleries.

They are carefully to remove the old straw, and provide fresh ; to remove the Patients that are dirty from one cell to another, to wash their dirty cells, and take away such provisions as may be found every morning ; to receive the linen and other necessaries brought in with the Patients by their friends, and take an account thereof in writing, that they may be delivered up when the Patient is discharged, or, if torn, that the pieces may be returned, to shew that they have not been purloined :

To assist in bringing in the Women Patients to the Sub-Committee on Saturdays.

They are not to accept of any gratuity, on any pretence whatsoever, on pain of being discharged.

They are to examine carefully the feet of every Patient in chains or straw, and to rub and

cover them well with flannel every night and morning, during the winter season, and give immediate notice to the Surgeon, if there be any complaints which require his assistance; and in all other respects to pay due attention to the Patients, and to conform to the Regulations of the House, relating to their office.

The TWO LAUNDRY WOMEN

ARE to receive from the Basket Men and Gallery Maids all the dirty linen belonging to the Patients and Servants, and to return the same to them, when washed:

To assist in washing, ironing, and mending the sheets and linen of the Patients and Servants.

The BARBER

IS to shave the Patients and Servants of the Hospital once a week, or oftener, if so directed by the Steward. He is to see that there be a sufficiency of clean and proper shaving cloths and towels in the room before he begins, and that the Keepers do attend their respective Patients during the whole time, and take them away as soon as shaved, and to acquaint the Steward in case of any neglect.

In case of any vacancy in the office of Barber, the duty, salary and emoluments belonging to that office are to be considered by the Committee of the Hospitals previous to another appointment.

Bryer, Printer, Bridewell-Hospital, Bridge-Street.